INTRODUCTION

The State of Connecticut Department of Administrative Services (DAS) houses a number of distinct programs that comprise the business functions of state government, including information technology,
human resources, procurement, facilities and real estate, construction services, fleet, workers compensation and more united in a common mission to:

- **Support Connecticut’s Growth** - To serve our citizens, businesses, state agencies and other branches of government by providing the highest quality services at the lowest possible cost.
- **Drive Continuous Innovation** - To increase the efficiency and effectiveness of state government using best practices from the public and private sectors.
- **Provide Rewarding Careers** - To attract and retain a workforce of talented, dedicated public servants committed to leading our great state forward.

DAS currently has an exciting opportunity available for a dynamic financial executive and leader for the position of **Chief Fiscal Officer** (Chief of Fiscal/Administrative Services 2). This role reports directly to the Commissioner of Administrative Services and will be a member of the DAS senior leadership team. The CFO plays a critical role accountable for creating and implementing financial strategy, administration and direction of agency and delegated customer agencies’ operational budget performance.

The individual selected to fill this role will be collaborative, strategic, analytical and innovative, someone who understands how all aspects of state and agency operations impact the financial horizon. They will be a leader and business partner who promotes transparency, embraces change and drives to create efficiencies using the latest technology to deliver sound results.

If this sounds like you and you would love the opportunity to serve the citizens of Connecticut in this critical financial role, then we invite you to apply.

**What’s in It for You - Comprehensive Benefits:**
- Industry leading health benefits, including medical and dental coverage;
- Comprehensive pension plan and supplemental retirement offerings;
- Retirement healthcare offerings;
- Professional growth and development opportunities.

**SELECTION PLAN**

Please ensure that your application is complete and you have included a resume within the “Resume Tab” of your application.
Applications to this recruitment may be used for future vacancies.

This posting may require completion of additional referral questions (RQs) which will be sent to you via email after the closing date. The email notification will include an expiration date by which you must submit (Finish) your responses. Please regularly check your email for notifications. Please check your SPAM and/or Junk folders, as emails could end up there in error.

Should you have questions pertaining to this recruitment, please contact Raisa Capellan at raisa.capellan@ct.gov or (860)952-3956.

**PURPOSE OF JOB CLASS (NATURE OF WORK)**

In a state agency this class is accountable for administering the fiscal and administrative programs and operations of the agency.

**EXAMPLES OF DUTIES**

This position will be responsible for:

- Serving as a trusted partner to the Commissioner of DAS and DAS senior leadership team;
- Managing a team of over 100 professionals;
- Developing and administering strategic financial plans to meet state and agency goals and objectives;
- Administration of DAS Business Services and Collections Divisions, which includes oversight of fiscal functions for DAS and multiple smaller agencies ensuring use of available funding is in accordance with the set strategic financial plan;
- Management of agencies’ general fund accounts, grant accounts, and specialized restricted accounts taking advantage of economies of scale promoting efficiency and cost effectiveness;
- Executing agency budgets within authorized amounts;
- Administration of payroll, purchasing, accounts payable, accounts receivable, grant administration, accounting, asset management, budget development and administration, development of small business set-aside goals and statewide telecommunication services;
- Serving as the audit liaison with the Auditors of Public Accounts for DAS and the SmART agencies, responsible for agency audit responses and agency follow up on audit recommendations;
- Researching and developing innovative solutions for financial initiatives;
• Contributing to the development of or changes in policy, laws, or regulations which have significant budgetary impact;
• Vetting and prioritizing capital proposals for the State Bond Commission;
• Collaborating on fiscal and administrative policy.

*Please see the description of fiscal/administrative functions in the addendum and additional duties here.

KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of and ability to apply relevant State and Federal laws, statutes and regulations; considerable knowledge of and ability to apply principles and practices of public administration with special references to governmental budget management and governmental accounting; considerable knowledge of the principles and procedures of personnel, payroll, purchasing, grant administration and contract administration; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in the preparation and analysis of financial and statistical reports; ability to utilize EDP systems for financial management.

MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE

Ten (10) years of experience in a combination of fiscal/administrative functions (e.g., accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting or budgeting function.*

MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE

One (1) year of the general experience must be at a managerial level.

For state employees, this is interpreted at or above the level of Assistant Chief of Fiscal/Administrative Services, Principal Budget Specialist or Fiscal/Administrative Manager.
MINIMUM QUALIFICATIONS -
SUBSTITUTIONS ALLOWED

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor’s degree.
2. A Master’s degree in Public Administration, Business Administration, or Accounting may be substituted for one (1) additional year of the General Experience.

*Descriptions of these fiscal/administrative functions are attached.

PREFERRED QUALIFICATIONS

The successful candidate will possess:
- Experience developing and implementing strategic fiscal programs;
- Experience overseeing fiscal budgets of $50 million or more;
- Experience utilizing technology to create program efficiencies;
- Experience prioritizing between operational and financial management initiatives;
- Experience managing large teams and remote staff;
- Experience developing Capital Budgets;
- Experience presenting fiscal information to all levels of constituents.

CONCLUSION

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on a link below to apply for this position:
Fill out the Supplemental Questionnaire and Application NOW using the Internet.

The State of Connecticut is an Affirmative Action/Equal Opportunity Employer and strongly encourages the application of women, minorities and persons with disabilities.

E-mail | Phone: (860) 713-5205 | 8am - 5pm M-F | Powered by JobAps